



THE TOWNSHIP OF BRIDGEWATER

100 COMMONS WAY / BRIDGEWATER, N.J. 08807
908/725-6300 / FAX # 908/725-3365

INTERNAL JOB POSTING

POSITION:	Financial Operations Coordinator
POSTING DATE:	06/22/2022
CLOSING DATE:	06/29/2022 @ 5:00 pm (Eastern)
JOB TYPE:	Full-Time
REPORTS TO:	Deputy Chief Financial Officer / CFO
UNION AFFILIATION:	None
SALARY RANGE:	Grade J (Minimum: \$46,932.06.82 / Maximum \$74,854.78)

The successful candidate will work under the direction of the Deputy CFO/CFO and assist with daily function as needed, including but not limited to:

- Establish, maintain and track escrow accounts and coordinate cash component of performance guarantees.
 - Correspond with developers regarding deficient escrows and process consultant invoices related to escrow accounts.
 - Billing vendors for additional funds per estimates or to pay invoices.
 - Carry out the Township's Accounts Payable function which includes but is not limited to reviewing purchase orders, obtaining proper signatures, ensuring proper account balances, coordinating payment packages with purchase orders and invoices and cutting checks to vendors to be mailed out promptly
 - Support the mission of the Treasurer's Division to pay in a timely manner the financial obligations of the Township in compliance with applicable state government laws and township policies and procedures.
 - Responsible for escrow daily deposits, daily revenue postings, daily vouchers, cash management, and bank transfers.
 - Supervision of other Finance personnel.
 - Perform other related work as required.
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MINIMUM REQUIREMENTS

EXPERIENCE/EDUCATION: Must be a current Bridgewater Township Employee. Minimum of one (1) year of professional accounting or auditing experience OR Graduation from an accredited college or university with a Bachelor's degree with twenty-one (21) semester credit hours in professional accounting courses preferred, but not required

KNOWLEDGE, SKILLS & ABILITIES: Strong analytical and accounting skills; experience with GFMS Accounting System or other accounting software and MS Excel, Word and Outlook; must be able to effectively handle multiple projects simultaneously in a deadline-driven environment; excellent verbal, written communications and interpersonal skills; ability to work independently and as part of a team and take on challenging new tasks; must possess a marked ability to maintain the confidentiality of records; and ability to work with minimal guidance and take ownership of his/her work.

HOW TO APPLY

All applicants are required to fully complete and sign an employment application. The employment application is available at https://www.bridgewaternj.gov/wp-content/uploads/2020/01/Bridgewater-Township-Employee-Application_2019.11.20.pdf.

To apply, submit a resume and completed and signed employment application to personnel@bridgewaternj.gov, no later than 5:00 pm on 06/29/2022. Please put "FINANCE PERSONNEL" in the subject line of the email.

AN EQUAL OPPORTUNITY EMPLOYER